



*Embassy of the United States of America  
Kyiv, Ukraine*

## **JOB OPPORTUNITY ANNOUNCEMENT**

**# 006**

**Date: January 29, 2016**

**TO: ALL MISSION PERSONNEL**

**FROM: CALANDRA HERSRUD – ASSISTANT MANAGEMENT OFFICER**

**SUBJECT: INFORMATION MANAGEMENT ASSISTANT**

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *The application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

**POSITION TITLE:** Information Management Assistant

**OPEN TO:** U.S. Citizen Eligible Family Members ONLY  
(see the definition below) – All Agencies

**GRADE LEVEL:** FP-06\* (FULL PERFORMANCE LEVEL)

**WORK HOURS:** Full-Time

**OFFICE LOCATION:** Information Resource Management

**OPENING DATE:** Immediate

**DEADLINE:** February 12, 2016 at 6 P.M. Kyiv Time

*\*FP-06 is subject to confirmation with HR regional bureau in Washington D.C.*

**BASIC FUNCTION OF POSITION:**

Incumbent serves as a member of the Information Resource Management (IRM) Section and is assigned to the Information Program Center (IPC) at American Embassy Kyiv. The incumbent is responsible for all aspects of the classified diplomatic pouch operations and serves as primary embassy courier escort. The IMA performs basic computer system administrator duties in the IPC.

## **REQUIRED QUALIFICATIONS:**

### **EDUCATION:**

➤ At least two years of full time, post-secondary study at college or university is required. This could also include vocational college studies.

### **WORK EXPERIENCE:**

➤ At least two (2) years of prior experience working in a customer-service administrative environment is required.

### **POST ENTRY TRAININGS:**

- Standard training in computer field that might include the following courses:
  - MS Windows Operating System training
  - PS800 Security Awareness Training-Mandatory
  - IPC Diplomatic Pouch Procedures Training
  - CompTia Network + Distance Learning Course

### **LANGUAGE:**

➤ Level IV (fluent) in English is required.

### **KNOWLEDGE:**

➤ Experience with Microsoft Office is required. The jobholder must be able to quickly become familiar with relevant sections of the FAM and the FAH, instructions from Diplomatic Pouch and Mail (DPM) and the Diplomatic Courier Service (DCS). The job holder must be able to understand airport regulations and customs procedures in order to retrieve the pouch. The jobholder must know the Mission's organization and the essential functions of each section.

### **SKILLS AND ABILITIES:**

➤ Jobholder must be able to connect a computer workstation and replace essential elements of the computer, such as monitor, mouse and keyboard. S/he should also be a competent user of computer software, e.g. Microsoft Office programs. The jobholder must possess good customer-service and excellent telephone skills. The jobholder must be able to keep accurate, detailed records. The jobholder must have strong inter-personal and communication skills and should be capable of explaining simple procedures in writing or verbally. The jobholder must be able to lift single items weighing up to 40 pounds.

## **APPLICATION AND SELECTION PROCESS:**

✓ To apply for this position all interested candidates should fill out the DS-174 and submit it to the Embassy Human Resources Office **by COB February 12, 2016**. The DS-174 form is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>. **Universal Application for Employment (DS-174) can be filled out electronically, but still must be printed, signed and emailed to: [KyivHR@state.gov](mailto:KyivHR@state.gov) or faxed to: [521-51-55](tel:521-51-55).**

**Note:** Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the DS-174 form will be considered incomplete and will not receive further consideration for recruitment.

#### **ADDITIONAL SELECTION CRITERIA:**

- The candidate must be able to obtain and hold a **Top Secret (TS) security clearance**.
- Management may consider the following when determining successful candidacy: nepotism, conflict of interest, budget, and residency status.
- Current NOR employees (non-ordinarily residents) hired under Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
- Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.

#### **DEFINITION OF U.S. CITIZEN ELIGIBLE FAMILY MEMBER (USEFM):**

- (1) U.S. citizen; and
- (2) The spouse *or domestic partner (as defined in [3 FAM 1610](#))* of the sponsoring employee, or a child of the sponsoring employee who is an unmarried *child* at least 18 years old; and
- (3) Listed on the travel orders *or approved Form [OF-126, Foreign Service Residence and Dependency Report](#)*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan; and who is under chief of mission authority, and either:
  - (a) Resides at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; or
  - (b) Resides at an involuntary separate maintenance allowance (ISMA) location authorized under [3 FAM 3232.2](#). If residing at an ISMA

location, the individual will not be listed on the sponsoring officer's travel orders, but will have a Form [SF-1190](#), *Foreign Allowances Application, Grant and Report*, processed authorizing ISMA.

### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.